

# APPLICATION FOR EMPLOYMENT PLACER COUNTY

## GENERAL INSTRUCTIONS

### **READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.**

Type or neatly print your application in black or blue ink. All questions **MUST** be answered completely and accurately; you may be disqualified for omitting information. The information you furnish will be used to determine your qualifications. You may be required to submit additional proof of qualifications if sufficient information is not provided. Applicants must meet all qualifications for the classification by the final filing date, unless otherwise specified in the Job Announcement.

Complete both sides of the application form and make sure you sign, date and submit your application to the Personnel Department **NO LATER THAN 5:00 p.m.** on the final filing date specified on the Job Announcement. Late applications will be rejected. Placer County will not be responsible for applications lost in the mail. A completed application and **required** forms may be faxed to the Personnel Department (530) 889-4078 to meet the final filing date. The date stamp from Personnel Department's fax machine will determine the date and time it is received. The original signed application is required by the first examination.

Listed below are specific instructions regarding various questions on the application form:

- Item 1: Exact title of position:** Fill in the title of the position for which you are applying as it appears on the Job Announcement. Complete a separate application for each recruitment. All persons may apply for "open" recruitments. Only permanent Placer County employees may apply for "promotional" recruitments.
- Item 11: Veteran's Preference:** You may claim a 5 point preference if you were honorably separated, discharged from a V.A. Hospital as being fit for employment, or have completed rehabilitative vocational training within 5 years from date of separation (or 8 years from date of separation if attending college full time). Disabled veterans may claim a 10 point preference without regard to the above limitations. Persons who are retired after 20 or more years of active military service or retired military service personnel are NOT eligible for this veteran's preference.
- Item 14: Education:** You must include a complete record of your training and educational background and **list any degrees earned**. Please read the Minimum Qualifications section of the Job Announcement carefully for any special educational requirements. Attach additional pages if more space is needed.
- Item 15: Licenses/Certificates:** If the Job Announcement calls for a specific professional license or certificate list the full name of the license or certificate, the license number, and the official expiration date of the document. (Examples: a medical or nursing license, typing certificate, or registration as a Professional Engineer.)
- Item 16: Experience:** The information you list will be used to determine if you meet the stated qualifications. List all relevant jobs regardless of duration, including part-time and military service, during the last seven years. You may list jobs held more than seven years ago if they relate directly to the job for which you are applying. Include a complete list of any work experience **which relates to the specific Minimum Qualification requirements stated on the Job Announcement**. Current employees of Placer County must list the specific department(s) for which they work and indicate the specific civil service class title(s) held.

*Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40) or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.*

# STATISTICAL INFORMATION QUESTIONNAIRE

DO NOT DETACH (Please print or type)

Placer County is asking all applicants to complete this form in order to comply with federal Equal Employment Opportunity law requirements. This information will be detached from your application and will only be available for research and statistical purposes, and only to authorized personnel. Your cooperation in providing this information is essential to the success of the research and evaluation program and will NOT be used in any phase of the examination and selection process. Please understand that you have the option of providing or not providing the information requested below.

POSITION TITLE: \_\_\_\_\_

FILING DEADLINE: \_\_\_\_\_

GENDER: Male (M) ☐ Female (F) ☐

AGE: Are you over 40 years of age? Yes ☐ No ☐

DISABILITY: Are you a person with a disability? Yes ☐ No ☐

**ETHNIC ORIGIN:** The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). *Please check **one space only** for the ethnic category you most closely identify with.*

- ☐ **American Indian:** Persons descended from the original people of North America, including American Indians, Aleuts, and Eskimos, who identify themselves or are known as such by virtue of tribal association or community recognition. (I)
- ☐ **Asian:** Persons of Chinese, Indo-Chinese, Japanese, or Korean descent. (A)
- ☐ **Black:** Persons of African descent (including Black persons with a Spanish surname) as well as those persons identified as Jamaican, Trinidadian, and West Indian. (B)
- ☐ **Caucasian:** Persons of Indo-European descent except those included in other groups. (W)
- ☐ **Filipino:** Persons of Filipino descent. (2)
- ☐ **Hispanic:** Persons of Mexican, Latin American, Spanish or Portuguese descent. (H)
- ☐ **Pacific Islander:** Persons of Polynesian descent who are not included in any other group. (1)

**RECRUITMENT RESEARCH:** *Indicate how you learned about this recruitment (check only one).*

- |   |   |
|---|---|
| <input type="checkbox"/> Auburn Journal (05)                      | <input type="checkbox"/> County Job Line (07)                               |
| <input type="checkbox"/> Reno Gazette (11)                        | <input type="checkbox"/> County Bulletin Board (08)                         |
| <input type="checkbox"/> California Job Journal (06)              | <input type="checkbox"/> County Web Page (26)                               |
| <input type="checkbox"/> Jobs Available (03)                      | <input type="checkbox"/> County Department <i>other than Personnel</i> (25) |
| <input type="checkbox"/> Sacramento Bee (04)                      | <input type="checkbox"/> Job Fair/Trade Show (02)                           |
| <input type="checkbox"/> Newspaper other than those listed above: | <input type="checkbox"/> School/Placement Office (22)                       |
| <input type="checkbox"/> Trade or Professional Publication: (21)  | <input type="checkbox"/> Organization or Group: (28)                        |
| <input type="checkbox"/> Television/Radio Ad (16)                 | <input type="checkbox"/> EDD (17)   |
| <input type="checkbox"/> Friend/Family Member (01)                | <input type="checkbox"/> Internet Service (24): _____                       |
|   | <input type="checkbox"/> Other (19): _____                                  |



**PLACER COUNTY  
PERSONNEL DEPARTMENT**

175 FULWEILER AVENUE, ROOM 505 / AUBURN, CALIFORNIA 95603  
Telephone: (530) 889-4060 Fax: (530) 889-4078  
24-Hour Job Line: (530) 889-4070  
Web Site: [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs)

FOR PERSONNEL USE ONLY

- ☐ Input  
☐ Qualified  
☐ Best Qualified  
☐ Not Qualified  
☐ Experience  
☐ Education  
☐ License/Certificate  
☐ Typing Speed  
☐ Not Eligible  
☐ Received After  
Final Filing Date  
☐ Not Placer County EE  
☐ No Required Forms  
☐ No Application  
☐ Other

Reviewed By: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

**1. EXACT TITLE OF POSITION:**

2. NAME: First Middle Last

3. MAILING ADDRESS: City State Zip

Home Phone ( ) Business Phone ( ) 4. SOC. SEC. NO. - -

**5. Some positions require possession of a valid California Driver's License, Class C or higher.**

State: Number : Class: Expiration Date: Endorsements/Restrictions:

6. Have you ever been previously employed by Placer County? Yes ☐ No ☐  
If YES, indicate class title, department, and dates worked:

7. Have you ever worked under a different name? Yes ☐ No ☐  
If YES, what name?

8. Do you have immediate family currently employed by Placer County? Yes ☐ No ☐  
If YES, please list the employee's name, department, and relationship to you:

9. Have you ever, because of poor performance or misconduct, (1) been fired from a job, let go, or had a work contract terminated; (2) quit a job after being informed that you were under suspicion of misconduct, poor performance, or after being informed you could receive disciplinary action; or (3) been advised that you would be rejected, released, or not hired permanently after a trial period? Yes ☐ No ☐  
If YES, indicate the name and address of the employer, date of event, and explain the circumstances.

**10. What type of work will you accept? Carefully review the options listed and be realistic in your preferences. You will only be considered for the type of employment you check.**

TYPE OF HIRE: ☐ Permanent ☐ Temporary/Extra Help ☐ Seasonal  
HOURS WORKED: ☐ Full-time ☐ Part-time ☐ On-Call  
SHIFT: ☐ Day ☐ Swing ☐ Night  
AREA: ☐ Auburn Area ☐ Tahoe Area ☐ Rotating

11. VETERAN'S PREFERENCE: Are you applying for Veteran's Preference? Yes ☐ No ☐  
(See General Instructions for qualifying requirements.)

FOR CREDIT: Submit a **copy** of your DD214 with this application as proof of eligibility before the final filing date. Preference granted only upon initial County employment, NOT promotions or transfers. Do not submit your original document, as it will not be returned.  
Accepted \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_

12. Have you ever been convicted of any crime? Yes ☐ No ☐  
(Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements.)

You may OMIT:

- 1) Minor traffic violations;
- 2) Any offense committed prior to your 18<sup>th</sup> birthday which was finally adjudicated in a Juvenile Court or under a youth offender law;
- 3) Any incident sealed under Welfare & Institutions Code #781 or Penal Code #1203.45.
- 4) Any offenses committed under Health & Safety Codes 11357(b) or (c); 11360(c); 11364, 11365 or 11550 as related to marijuana prior to 1/1/1976 or any other conviction mentioned in Labor Code § 432.8.

If YES, state: 1) date, 2) charge, 3) place, 4) court and 5) action taken in the space below.

**FOR PERSONNEL USE ONLY**

Date Stamp Here:

## EDUCATION AND EXPERIENCE

**PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB ANNOUNCEMENT BEFORE FILLING OUT THIS SIDE.**

13. High school graduate/passed high school equivalency tests Yes ☐ No ☐

If NO, enter highest grade completed: \_\_\_\_\_

14. NAME AND LOCATION OF COLLEGE, UNIVERSITY, BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS	MAJOR	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE

  

15. CURRENT PROFESSIONAL LICENSE/CERTIFICATE	NUMBER	ISSUE DATE	EXPIRATION DATE

16. **EXPERIENCE** : BEGIN WITH YOUR **MOST RECENT EXPERIENCE**. GIVE DETAILS ON THE EXPERIENCE YOU BELIEVE MEETS THE MINIMUM REQUIREMENTS FOR THIS RECRUITMENT. USE ADDITIONAL SHEETS IF MORE SPACE IS NECESSARY.

**THE FOLLOWING SECTION MUST BE COMPLETED EVEN IF ATTACHING A RESUME.**

PERIOD OF EMPLOYMENT	JOB CLASSIFICATION, MOST IMPORTANT DUTIES PERFORMED, AND EMPLOYER INFORMATION			
FROM                      TO	JOB TITLE:		EMPLOYER:	
TOTAL:                      YR.                      MO.	SUPERVISOR'S NAME/TITLE:		ADDRESS:	
	HOURS PER WEEK:	SALARY: \$                      per	NO. SUPERVISED:	REASON FOR LEAVING:
DUTIES:				

  

**Currently Employed?** Yes ☐ No ☐ *If yes, may we contact present employer?* Yes ☐ No ☐ *If yes give phone number:* \_\_\_\_\_

  

FROM                      TO	JOB TITLE:		EMPLOYER:	
TOTAL:                      YR.                      MO.	SUPERVISOR'S NAME/TITLE:		ADDRESS:	
	HOURS PER WEEK:	SALARY: \$                      per	NO. SUPERVISED:	REASON FOR LEAVING:
DUTIES:				

  

FROM                      TO	JOB TITLE:		EMPLOYER:	
TOTAL:                      YR.                      MO.	SUPERVISOR'S NAME/TITLE:		ADDRESS:	
	HOURS PER WEEK:	SALARY: \$                      per	NO. SUPERVISED:	REASON FOR LEAVING:
DUTIES:				

### CONDITIONS OF EMPLOYMENT

Before date of hire, applicant must pass a medical examination which includes drug screening and possibly a psychological evaluation, sign a constitutional oath, and submit proof of U.S. Citizenship or legal right to remain and work in the U.S. Applicants may also be required to submit proof of age, undergo a background check, be bonded, and/or be fingerprinted. Before you submit your application to the Personnel Department, recheck your application to ensure that it is correct and complete. Thank you for your interest in employment with Placer County.

The County may obtain public records (limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) for employment purposes. Please check the appropriate box (check one box only):

- ☐ I hereby elect to receive any public records, which may be obtained by Placer County for employment purposes under Civil Code 1786.53.
- ☐ I hereby elect NOT to receive any public records, which may be obtained by Placer County for employment purposes under Civil Code 1786.53.

**I hereby certify that all statements made in connection with this application are complete and true to the best of my knowledge. I also authorize Placer County to verify any information contained in this application. I understand that falsification of any information on this application may result in rejection of the application or termination from employment if hired.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date